

**DATE:** July 19, 2018

**TO:** Area Newspapers

**FROM:** Kraig Gratke, Department Director      Robert Benes, Executive Director



## **CLASSIFIED AD**

### **Head Start Assistant Classroom Teacher openings in Mora and Chisago City**

Lakes and Pines' Head Start has openings for Assistant Classroom Teachers at the Head Start Centers located in Mora and Chisago City. Assistant Classroom Teachers are professionals who work in a collaborative team to create developmentally appropriate learning experiences for children in a classroom setting. Assistant Classroom Teachers are responsible for participating in Program recruitment activities, integrating Program Service Areas into lesson plans, assisting to ensure enrolled children meet screening and assessment requirements, participating in parent/teacher conferences, maintaining classroom attendance, and documenting family case notes. This position works closely within a team requiring submission of lesson plans, attending meetings, and working with Service Area staff to assist families with resources.

Position requires at a minimum a Preschool CDA. Preferred education includes an Associate's degree in Early Childhood Education or an Associate's degree in a related field and coursework equivalent to a major relating to Early Childhood Education with experience teaching preschool aged children may be considered. A Bachelor's or advanced degree in Early Childhood Education, or a Bachelor's or advanced degree and course work equivalent to a major relating to Early Childhood Education with experience teaching pre-school aged children. Must have experience working with preschoolers and be willing to work with parents and children in classroom settings, be sensitive to the lifestyles and needs of low-income clientele, and must be a team player.

\*This is a full time position with competitive salary and a generous benefit package. Benefit package includes medical, dental, life insurance, retirement with 5% match, vacation and sick leave, and 12 paid holidays per year (including one floating holiday). Work mileage reimbursement is offered at the current government rate. Lakes and Pines offers many professional development opportunities.

For information, job description, and application contact Lakes and Pines Community Action Council, Inc., an Equal Opportunity Employer, 1700 Maple Avenue East, Mora, MN 55051-1227; (320) 679-1800 x138 or [www.lakesandpines.org](http://www.lakesandpines.org). Reasonable accommodations made upon request. Minorities, women, people with disabilities and veterans are encouraged to apply. All applicants are required to complete a Lakes and Pines agency application. Application deadline is Monday, July 30, 2018 at 2:00 p.m.

*\*Substitute opportunities also available – please contact Lakes and Pines for additional information.*